



December 19, 2014

KANSAS BULLETIN NO. KS360-15-6

SUBJECT: PER—Fiscal Year 2015 Individual Development Plans and Competency Assessments

Action required by: January 17, 2015 (Individual Development Plans)
March 31, 2015 (Competency Assessments)

Purpose: To cancel Kansas Bulletin KS360-15-4 and provide new guidance on the subject tasks

Expiration Date: September 30, 2016

All full-time Natural Resources Conservation Service (NRCS) employees will develop an Individual Development Plan (IDP) for fiscal year (FY) 2015 in AgLearn by **January 17, 2015**. The critical factor throughout all phases of this process is interaction and effective communication between the employee and supervisor. It is imperative that employees and supervisors begin the process immediately to ensure completion by the due date. Employees that have not yet completed the competency assessment (assessment) for FY2015 will not have to complete their assessment prior to completing their IDP and should move directly to the creation of the IDP to meet the above deadline. Employees who have an assessment that is started but remains incomplete should also move directly to the creation of the IDP and complete it by the deadline.

Due to the delays in getting the assessments initiated, as well as the current workload in the field, completion of the **assessments will be extended to March 31, 2015**. That means the assessment will be completed AFTER the IDP in those cases where it is not already done and part of an approved IDP.

All employees will still be expected to complete an assessment. Employees in the 20 agency-identified occupations (see page 3) will complete an assessment that includes foundational, technical, and leadership competencies. All other employees will complete an assessment that contains foundational and leadership competencies only. Employees who have not already received the AgLearn email notification **“Invitation to Complete the USDA 360 Assessment”** should continue to watch for the notification and complete the assessment prior to the deadline. Assessments in process should also be completed after the IDP and will not be part of the IDP development process. Employees will have access to their completed assessment in AgLearn and can use this information to plan for the next fiscal year.

Here are a few things to be aware of when completing an IDP in AgLearn:

- Be sure you have the correct supervisor assigned to your account. To check and/or update:
Click on your NAME. Under EMPLOYEE INFORMATION your current supervisor should appear. To update click on “the pencil icon.”
Do a search by clicking on the “magnifying glass” next to the supervisor name field. Find supervisor by name and select. Then click SAVE.

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- Supervisor and employee should narrow goals down to three to five during a single FY.
- You will not use the “Goal Wizard” to add goals to your IDP unless you want to import open goals from the prior year IDP. Goal wizard instructions are attached for that purpose. Otherwise just click on the “add goals” link and create your own goals.
- Activities can be added to the goals. Refer to the Kansas [Core Curriculum](#) for courses/activities that can be used to meet goals. Employees at the full performance level (FPL) of their position are still required to complete an assessment and IDP. On-the-job training may be used as the primary source of training on the IDP for employees at the FPL.
- When adding activities, “internal activities” are those courses that can be completed online in AgLearn. ALL OTHER COURSES (i.e., Boot Camp, Managing for Excellence, courses from an outside vendor) are “external activities.”
- Remember to click the “submit” button to send the IDP to your supervisor for approval. Supervisors must take action to either approve or reject the IDP.

Here are a couple of notes on assessments:

- Once your assessment has been made available to complete, check to ensure it matches your current position title and grade. **If it does not MATCH do not proceed with the assessment and contact Shawna Carter.**
- If you cannot find the email invitation for completing the assessment, check your to-do list for the link to the assessment.
- Supervisors will receive a notification when their employee has completed an assessment and has forwarded it on for the supervisor’s input.

Contact: Shawna Carter, 785-823-4513 or shawna.carter@ks.usda.gov

(signed)

ERIC B. BANKS
State Conservationist

Attachment

0201 – Human Resources 0454

– Rangeland Specialist

0457 – Soil Conservationist

0458 – Soil Conservation Technician

0470 – Soil Scientist

0471 – Agronomist

0560 – Budget Analysis

0802 – Civil Engineering Technician

0810 – Civil Engineer

0819 – Environmental Engineer

0890 – Agricultural Engineer

1102 – Contracting

1350 – Geologist

1370 – Cartographer

2210 – Information Technology Specialist

District Conservationist

Assistant State Conservationist – Field Operations

Assistant State Conservationist – Operations Assistant

State Conservationist – Programs

State Conservationist
